MARSHALL SPACE FLIGHT CENTER
CORRECTIVE/PREVENTIVE ACTION NOTIFICATION

Return Initial Response and Closure Information to:
QD20/MSFC ALERT Coordinator

SUBJECT:

MSFC CAS/RCAR Number:_____   MSFC CAN Number:_____

MSFC Transmittal Date:_____   Initial Response Need Date:_____

RCAR information is available at URL: http://edocio.msfc.nasa.gov/dbwebs/apps/cas
Preventive Action information is attached to this notification.

INITIAL RESPONSE INFORMATION

1. Project/Organization: _____

2. Response Date: _____

3. Is item/process (or similar) used by your project/organization?   ☐ Yes   ☐ No

   3.a. If used, what is its criticality?   ☐ 1   ☐ 1R   ☐ 2   ☐ 2R   ☐ 3

   3.b. If used, is it Safety Critical?   ☐ Yes   ☐ No

      3.b.(1) If Safety Critical, explain Safety-Critical Use:

      _____
      _____
      _____

   3.c. If used, where is item used (system/assembly/subassembly/component)?

   _____
   _____

4. Other projects/payloads/experiments affected by this problem:

5. Project/Organization ALERT Coordinator Signature:	Date:

CLOSURE INFORMATION

6. Preventative Action/Rationale for Closure:

7. Project/Organization ALERT Coordinator Signature:	Date:

MSFC Form 4334 (September 2008)   Previous Versions Obsolete   PDF

INSTRUCTIONS - MSFC CORRECTIVE/PREVENTIVE ACTION NOTIFICATION

- The S&MA ALERT Coordinator is to provide the MSFC CAS/RCAR Number, the MSFC CAN Number, the MSFC Transmittal Date, and Project Response Need Date in the spaces provided.

- The S&MA ALERT Coordinator attaches preventive action information to the CAN form or to the CAN notification message.

- The project ALERT Coordinated for affected projects is to complete the following fields within the 10 working days or 2-day deadline, as stated:

    1. Project/Organization - Name / organizational code of the entity submitting response.

    2. Response date - Date on which entity is responding to S&MA ALERT Coordinator.

    3. Is item/process (or similar) used by your project/organization? - YES, if used by the responding entity; NO, if not used by entity.

        3.a. If used, what is its criticality? - 1 if single failure could result in loss of life or vehicle; 1R is redundant hardware items, all of which if failed could cause loss of life or vehicle; 2 if single failure could result in loss of mission; 2R if redundant hardware items, all of which if failed could cause loss of mission; 3 all other.

        3.b. If used, is it safety critical? - YES if considered a critical safety concern; NO if not considered a critical safety concern.

            3.b.1. If safety critical, explain safety-critical use - A brief explanation of how the item is evaluated as being safety critical.

        3.c. If used, where is item used? - Identify problem item to system/assembly/subassembly and/or component.

    4. Other projects/payloads/experiments affected by this problem - Names of other organizations affected by the problem due to similarity with responding entity, if any known.

    5. ALERT Coordinator Signature and Date - Name of project ALERT Coordinator (electronic version is acceptable) and Date coordinator completed this portion of form.

- In addition to the above (Items 1 through 4), the project/organization ALERT Coordinator for affected projects/organizations is to complete the following field upon approval of proposed disposition by the project/organization:

    6. Preventative Action/Rationale for Closure - Brief explanation of actions taken to resolve, prevent, or mitigate the effects of similar problem occurrence.

    7. ALERT Coordinator Signature and Date - Name of project ALERT Coordinator (electronic version is acceptable) and Date coordinator completed this portion of form.